

Post Title: Apprentice - Parking Enforcement
Grade: National Minimum Wage according to age.
Job Purpose: To follow a learning programme and to assist in providing Parking Enforcement support to the placement.
Main Duties: The following list is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To assist in the patrol assigned area on a routine basis in order to enforce legislation relating to parking and generic enforcement duties.
2. Operate equipment as required in relation to enforcement e.g. hand held devices.
3. Communicating with customers and other members of the public
4. To assist in ensuring safe and secure use of buildings, parking places and equipment as appropriate, ensure equipment is maintained, adjusted and correctly stored in accordance with procedures.
5. To ensure effective operation of CCTV and take appropriate action.
6. To assist in responding to complaints and queries from members of the public and take appropriate action.
7. Update and maintain all documentation in relation to Enforcement legislation or procedures.
8. To attend any training relevant to the role and the apprenticeship.
9. Clerical and Administrative duties in relation to enforcement policies and procedures. To use computer systems effectively to produce documents as required.
10. To undertake and successfully complete the Apprenticeship qualification including completion of assignments and the portfolio.
11. Promote and implement the Council's equal opportunities policies in all aspects of employment and service delivery.
12. To report anti-social behaviour and criminal damage in compliance with our legal obligations under Section 17 of the Crime and Disorder Act.